

REVISION: 73-203 Approved 3-27-73
OVERSIZE/OVERWEIGHT VEHICLE PERMIT FILE

LINE 1: FROM: The Division of Highways
TO: The Division of Operations
935 East Confederate Ave.
Atlanta, Georgia 30315

LINE 10: The Division of Operations is responsible for:

The Safe Operations and Maintenance of Roadways
Utility Relocations
Operations of Truck Weighing Stations

LINE 11: Documents relating to the enforcement of compliance and regulations for the movement of vehicles on the State Highway System.

Included are:

Oversize or Overweight Permit (trip and annual permits)
Application for special permit (application for annual permit)
Trip Permit Application (application for 4 day permit) Receipt

File is arranged by type of permit, annual or trip, and thereunder alphabetically by the name of the company or individual requesting the permit.

LINE 24: Administrative Need-4 years
This is sufficient time to know if we would need any of these records for court hearings.

LINE 25: Close out by fiscal year
Hold in current file 1 year;
Transfer to State Record Center hold 3 years
Then destroy

NOTE; RECORDS INVOLVED IN ANY UNRESOLVED CLAIM OR AUDIT QUESTION WILL BE RETAINED UNTIL ALL QUESTIONS ARE RESOLVED.

Division of Operations: *Larry B. Schubert* August 21, 1997

Records Management Analyst: *Michael B. Zent* August 21, 1997

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached retention schedule application.

Edward Weldon 9/11/97
Edward Weldon Date
Secretary of State Designee

REVISION: 73-203 Approved 3-27-73
OVERSIZE/OVERWEIGHT VEHICLE PERMIT FILE

LINE 1: FROM: The Division of Highways

TO: The Division of Operations
935 East Confederate Ave.
Atlanta, Georgia 30315

LINE 10: The Division of Operations is responsible for:

The Safe Operations and Maintenance of Roadways
Utility Relocations
Operations of Truck Weighing Stations

LINE 11: Documents relating to the enforcement of compliance and regulations for the movement of vehicles on the State Highway System.

Included are:

Oversize or Overweight Permit (trip and annual permits)
Application for special permit (application for annual permit)
Trip Permit Application (application for 4 day permit) Receipt

File is arranged by type of permit, annual or trip, and thereunder alphabetically by the name of the company or individual requesting the permit.

LINE 24: Administrative Need-4 years
This is sufficient time to know if we would need any of these records for court hearings.

LINE 25: Close out by fiscal year
Hold in current file 1 year;
Transfer to State Record Center hold 3 years
Then destroy

NOTE: RECORDS INVOLVED IN ANY UNRESOLVED CLAIM OR AUDIT QUESTION WILL BE RETAINED UNTIL ALL QUESTIONS ARE RESOLVED.

Division of Operations: *George B. Schmitt* August 21, 1997

Records Management Analyst: *Michael B. Zent* August 21, 1997

W5 9/11/97



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 3/12/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 0		Date Received MAR 22 1973	Application No. 73-20
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways - Operations Section Office of Permits & Enforcements No. 2 Capitol Square - Room 266 Atlanta Ga 30334		4. Person to Contact Harry Russell	
		5. Working Title Asst. Chief	6. Tel. No. 656-5428

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1966 - To Date

9. Exact Series Title

Oversize/Overweight Vehicle Permit File

10. What is the function of the office in which this record series is created

The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges on the state highway system. This includes: highway and bridge construction, the inspection and testing of materials used in building and maintaining highways, issuing permits and enforcing compliance of overweight and overdimensional rules and regulations for the movement of vehicles on the State highway system, acquisition of all rights-of-way, vehicular and pedestrian traffic control, location and aerial surveys, preparation of construction plans and specifications, and the location of public utilities as related to the State highway system.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the issuance of permits for the movement of overweight and/or oversize vehicles on the state highway system.

Included are: Oversize or Overweight Permit (trip and annual permits)
Application for special permit (application for annual permit)
Trip Permit Application (application for 4 day permit)
Receipt

File is arranged by type of permit, annual or trip, and thereunder alphabetically by the name of the company or individual requesting the permit.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	17	27			41	79	
Legal-size File Drawers	65	130	Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				119	90		
Storage Area-Forest Pk.		300		This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	20	15	11	9

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☒ [x] ☐ []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. ☐ [] STATE LAW b. ☒ [x] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Georgia Code Annotated § 3-706

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ [] CALENDAR YEAR - ☒ [x] FISCAL YEAR - ☐ [] Other then:

- ☒ [x] Hold in the current files area 1 month(s)/ 1 year(s):
- ☒ [x] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold 9 year(s):
- ☒ [x] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

Note: Records involved in any unresolved claim or audit question will be retained until all questions are resolved.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management

Date 3/9/73

26. Recommendations		<input checked="" type="checkbox"/> [x] Approved	<input type="checkbox"/> [] Disapproved	Head of Agency/Designee	Date
in Paragraph 25 are:	State	<input checked="" type="checkbox"/> [x] Approved	<input type="checkbox"/> [] Disapproved	William M. Hagan	3-23-73
	Records	<input checked="" type="checkbox"/> [x] Approved	<input type="checkbox"/> [] Disapproved	Carroll West	3-21-73
	Committee	<input checked="" type="checkbox"/> [x] Approved	<input type="checkbox"/> [] Disapproved	Robert H. Hagan	3-26-73